



March 7, 1979

DD/A Registry  
File \_\_\_\_\_

Mr. Donald Wortmann  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Wortmann:

We would appreciate your approving [ ] to serve as a panelist for the Word Processing Session at the NARS Symposium to be held March 13 at the Sheraton Park Hotel. The NARS sessions will focus on the application of modern technology in records management and are being held in conjunction with the 1979 Federal Office Systems EXPO.

The Word Processing Session will be at 9:30 a.m. and 1:30 p.m. in the Park Ballroom.

We are attempting to arrange for a meeting of the panelists and speakers prior to the 13th and will be in touch with [ ] on this possibility. Copies of the official EXPO program are enclosed.

Thank you for your assistance in this matter and, if you have any questions, please contact Gene Kennedy (376-8821).

Sincerely,

(Signed) JON R. HALSALL

JON R. HALSALL  
Director, Program  
Operations Division

Enclosure

cc: [ ]

STAT

THIS FILE HAS BEEN  
CHARGED TO YOU

IF FILE IS TRANSFERRED CALL EXT.

PLEASE RETURN WITHIN ONE WEEK TO: